

## MASTER INSTRUCTIONS

AuditGard locks are shipped from LA GARD in Factory Default state without Users or features enabled. Refer to the **AuditGard Setup Instructions (742.049)** if Lock settings have not already been programmed.

**Factory Default:** The Lock must be in the Factory Default state to be programmed by the PC software.

Factory mode functions as follows:

- **1 key** – When pressed, will open the Lock.
- **0 key** – When pressed, prompts the AuditGard Setup software to send the configuration settings to the Lock.
- All other keys perform no function.

**Setup:** AuditGard locks must be programmed using the AuditGard Setup Software. Once programmed the Master and Manager Combinations are enabled, and **MUST** be changed to activate the Lock.

**Active:** To activate, AuditGard locks must be programmed using the AuditGard Setup Software.

Once programmed the Master and Manager Combinations are active. The Master must be changed before any Master commands are available.

### LOCK USERS

#### Master

- **Cannot** open Lock
- Change Combination (Master combination is always eight digits)
- Audit Lock
- Initiate Lock Reset
- If selected, Enable/Disable Manager
- If selected, Delete Manager

#### Manager (ID# 1)

- Open Lock
- Change Combination
- Enable/Disable Users
- Delete Users
- Set Time Delay Values
- Audit Lock

#### Users (ID# 2-9)

- Open Lock
- Change Combination

### LOCK OPERATING CONVENTIONS

#### Without eKEY

- If a mistake is made while entering keystrokes, wait thirty (30) seconds and repeat operation.
- To access lock commands, enter combination and hold down the last digit until Lock double signals and the LED stays on.
- In Dual Mode, two combinations are required to operate the Lock.

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**NOTE:** In Dual Mode, a valid User combination must be entered first, followed by the Manager combination to access the following Manager Commands: 1, 2, 3, 7 and 9.

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#### With eKEY (Dual Token)

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**NOTE:** Locks must be factory programmed with this feature enabled.

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The eKEY is a 48-bit encrypted unique serial number dual token device.

- To access lock commands, enter combination and insert the eKEY until Lock double signals and the LED stays on.
- The Master will work with any eKEY.

## **LOCK RESPONSES**

### **Standard Operations**

Entry Devices with LEDs (3125, 3190 and 3750-K) respond with both LED flashes and beeps.

- Single signal - one (1) LED flash and one (1) beep indicate the operation is complete.
- Double signal - two (2) LED flashes and two (2) beeps indicate entry is valid or accepted.
- Triple signal - three (3) LED flashes and three (3) beeps indicate invalid or not accepted.

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**NOTE:** *The 8130 Entry Device (no LED) responds with beeps only.*

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### **Additional Operations**

- Delay Period - The LED will flash once every second.
- Open Period - The LED will flash twice a second, and the Entry Device will beep every 10 seconds.
- Penalty Period - The LED will flash every ten (10) seconds.
- Low Battery Warning - During a Lock opening, the LED will flash and Entry Device will beep repeatedly.

## **MASTER COMMANDS**

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**NOTE:** *The Master must be changed before any Master commands are available. Standard Commands*

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### **COMMAND 0**

#### **Change Combination**

1. **PRESS 0** and hold until the Lock double signals.
2. Enter the Master combination (default 5-5-5-5-5-5-5) and **hold down last digit of combination until Lock double signals and the LED stays on.**
3. **PRESS 0.**
4. Enter the NEW eight digit combination.
5. Re-enter the NEW eight digit combination to confirm  
The NEW Master combination is now active.

### **COMMAND 7**

**Audit Lock** (*AuditGard auditing software, AuditView or LGView, and a LA GARD Interface Adapter are required*)

To audit the Lock using AuditGard AuditView Software, you can also refer to **AuditGard AuditView User Instructions (787.0310)**.

#### **Start the Auditing Software Program:**

1. Plug the USB or Serial Interface Adapter into an available port on the PC.
2. Plug the appropriate audit cable for the Entry Device into the USB or Serial Interface Adapter.
3. Start auditing software program.
4. From the auditing software, select the **Configuration** menu on the Menu bar.
5. Select the appropriate COM port from the list

#### **Audit the Lock:**

1. Connect the audit cable to the Entry Device.
2. Click the **safe icon** button or select **Start Acquisition** from the Actions menu on the Menu bar.
3. Enter Manager combination and **hold down last digit of combination until unit double signals and the LED stays on.**
4. **PRESS 7.**  
The Entry Device will beep once and the audit records will be transmitted to the PC for display on the screen.
5. Once the audit is complete, disconnect the audit cable from the Entry Device.

### **COMMAND 8**

#### **Reset Lock**

1. **PRESS 0** and hold until the Lock double signals.
2. Enter Master combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
3. **PRESS 8.**
4. Enter Manager combination to confirm Reset.  
The lock will long beep (2 seconds). The Lock is now in Factory default, and can be reprogrammed using AuditGard Setup Software.

### Additional Commands (If enabled)

The following commands are only available with LGA 1.20 or higher AND if the **Master Allowed to Install/Reinstate/Disable/Delete Manager** check box (Figure 1) was selected during programming.

#### COMMAND 1

##### Install Manager

1. **PRESS 0** and hold until the Lock double signals.
2. Enter Master combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
3. **PRESS 1.**
4. Enter Manager ID #1
5. Enter the NEW Manager combination.
6. Re-enter the NEW Manager combination to confirm.  
New Manager combination is now active.

##### Reinstate Manager

1. **PRESS 0** and hold until the Lock double signals.
2. Enter Master combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
3. **PRESS 1.**
4. Enter Manager ID # 1  
Manager is reinstated.

#### COMMAND 2

##### Disable Manager

1. **PRESS 0** and hold until the Lock double signals.
2. Enter Master combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
3. **PRESS 2.**
4. Enter Manager ID #1  
Manager is temporarily disabled. The Manager combination is saved and will be valid once reinstated.

#### COMMAND 3

##### Delete Manager

1. **PRESS 0** and hold until the Lock double signals.
2. Enter Master combination and **hold down last digit of combination until Lock double signals and the LED stays on.**
3. **PRESS 3.**
4. Enter Manager ID #1  
Manager is deleted.

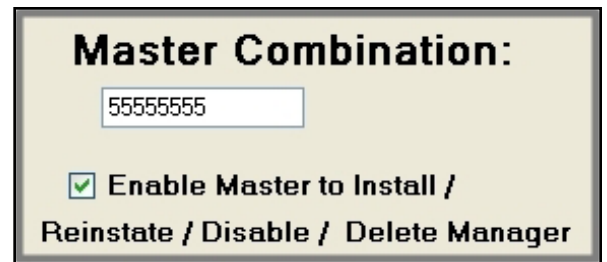


Figure 1.